

STATE OF MONTANA  
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES  
MONTANA DEVELOPMENTAL CENTER  
P.O. BOX 87  
BOULDER, MT 59632

VACANCY ANNOUNCEMENT  
CORRECTED

INTERNAL/EXTERNAL POSTING

January 8, 2008

5 PAGES

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<b>Title:</b>	Psychology Specialist	<b>Position No.:</b>	51421
<b>Division:</b>	Disability Services	<b>Pay Band:</b>	7
<b>Location:</b>	Montana Developmental Center Boulder, MT	<b>Union:</b>	Non-Union
<b>Status:</b>	Perm/Full-time	<b>Starting Date:</b>	As soon as possible
<b>Salary:</b>	47,467 - 59,334 annually depending on qualifications (corrected)		

**APPLICATION DEADLINE:** Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632 no later than 5:00 p.m. on Friday January 25, 2008. Applications may be faxed to 406-225-4414 or e-mailed to Cbirtcher@mt.gov.

**SPECIAL INFORMATION:** Shift 8 a.m. - 4:30 p.m., Days off are Saturday & Sunday. Job share and/or part-time work may be considered.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

**REASONABLE ACCOMMODATIONS:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Personnel Officer, at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

**ESSENTIAL JOB FUNCTIONS:**

- A. Performs administrative duties as assigned by the Psychology Supervisor for the continuing operation of the Psychology Department utilizing excellent interpersonal skills, management of maladaptive behaviors, multidisciplinary treatment concepts, ethics of professional disciplines, and comprehensive knowledge of human behavior using multidisciplinary approaches.
1. Assists in developing standards of quality for the Psychology Department by using knowledge of appropriate treatment, assessment of treatment needs, applicable laws, rules, and regulations to facilitate effective delivery of psychological services.
  2. Integrates professional psychological services with those of other disciplines by providing professional knowledge and guidance to facilitate development of treatment modalities facility wide.
  3. Participates in regular interdisciplinary team meetings.
  4. Meets frequently with Psychology Supervisor to review, discuss, and coordinate client care to ensure attainment of treatment goals.
  5. Adheres to established Quality Assurance/Improvement Plan so that client needs are constantly addressed.
  6. Interviews, in collaboration with the department supervisor, applicants who apply for positions assigned to the department.
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**AN EQUAL OPPORTUNITY EMPLOYER**

**ESSENTIAL JOB FUNCTIONS:** continued

7. Participates as assigned in the recruiting, screening, and hiring of Treatment and Programming Specialists to assure the highest quality of services are professionally delivered to programs and clients by following the Montana Developmental Center policies and procedures, Department of Public Health and Human Services policies, and the Montana Operations Manual.
- B. Provides psychotherapeutic interventions to clients who are committed to the Montana Developmental Center for behaviors that pose risk of harm to self and/or others, including physical aggression, self-injurious behavior, drug/alcohol use, and serious mental health symptoms. Assesses clients' needs, decides on the appropriate treatment milieu for the client; provides appropriate treatment; provides consultation services to staff regarding clients' treatment needs and appropriate interventions; knowledge of psychological testing protocols and procedures; knowledge of treatment issues with persons who present with mental retardation, developmental disabilities, genetic syndromes, and/or mental illness; knowledge of the professional literature/research information as they relate to treatment of persons with developmental disabilities/mental illness; knowledge of positive social/behavior competency building procedures for the decrease of challenging behaviors; knowledge of the ethical standards and laws related to treating persons with mental retardation/developmental disabilities and/or mental illness.
1. Applies professional interviewing skills with clients in order to facilitate the gathering of sensitive and complex psychosocial information.
  2. Applies observational skills, formal and informal assessment techniques, and clinical decision making in order to assess, conceptualize, communicate, identify, and intervene in clients' challenging behaviors.
  3. Applies professional psychodiagnostic knowledge and skills and expertise to the mental health evaluation of clients in order to assess, diagnose, and manage mental health issues.
  4. Utilizes knowledge of Diagnostic and Statistical Manual of Mental Disorders (DSM-IV) to facilitate diagnoses of clients' mental illnesses.
  5. Manages clients who are resistant and/or oppositional to the treatment process in order to increase compliance with the process, facilitate the management of these resistant/oppositional behaviors, and increase the likelihood that clients will function successfully in the facility and community.
  6. Reviews records to obtain relevant information and incorporate that information into the psychosocial assessment of the client.
  7. Utilizes consultation with other treatment team members when developing psychosocial evaluations in order to enhance objectivity, facilitate the decision-making process, and increase facility and community safety.
  8. Makes decisions, recommendations, and referrals based on continued assessment of clients in order to ensure the appropriate course of treatment.
  9. Assesses the psychosocial needs of individual clients by means of interview, case study, and formal testing in order to develop an individualized treatment plan.
  10. Conducts group psychotherapy sessions with clients to improve their ability to understand and change/control their behavior and increase the likelihood that they can function successfully in the community upon release from MDC.
  11. Conducts individual psychotherapy sessions with clients to address a variety of issues that influence behavior, including history of sexual, physical, and/or emotional abuse; separation from family; early learning history; mental health symptoms; etc.
  12. Documents psychotherapeutic services provided to clients by completing appropriate testing, clinical assessments, and group/individual progress/contact notes to ensure accurate communication of relevant information and continuity of treatment.
  13. Provides information to the Residential Facilities Screening Team regarding progress in treatment and level of supervision necessary for the client if placed in a community setting.
- C. Provides individual and group psychotherapeutic services to clients in order to address, manage, and treat their mental health issues using knowledge of psychotherapeutic relationships; knowledge of psychological treatment methods and interventions; knowledge of psychological testing protocols and procedures; knowledge of the special considerations necessary in providing treatment to persons with intellectual/developmental disabilities; knowledge of the professional literature/research information pertaining to intellectually disabled/mentally ill adults.

**ESSENTIAL JOB FUNCTIONS:** continued

1. Implements the most current and effective psychological treatment modalities available for treating intellectually disabled individuals with mental health issues.
  2. Screens clients for placement in various levels of treatment to ensure that the most appropriate method of treatment is implemented.
  3. Consolidates information in order to thoroughly address client treatment issues.
  4. Involves clients in the development of their treatment plan in an effort to obtain personal investment in the treatment process.
  5. Implements professional psychotherapeutic skills (listening skills, empathy skills, confrontation skills, etc.) in order to facilitate therapeutic change.
  6. Implements professional case management skills and psychotherapeutic skills and serves as a member of the Interdisciplinary Team in order to maximize effectiveness of treatment.
- D. Provides documentation of all psychotherapeutic services provided to clients in order to facilitate treatment and interdisciplinary communication; reduces liability using knowledge of the ethical standards and laws related to developing and implementing treatment programs for intellectually disabled persons; knowledge of facility policies, procedures, and record-keeping requirements.
1. Applies both verbal and written communication skills to enhance understanding of psychotherapeutic services provided to clients.
  2. Provides documentation of all psychotherapeutic services in order to facilitate communication, treatment, and reduce liability.
  3. Maintains familiarity with psychological documentation forms, the purpose of the forms, and the procedures for completing those forms in order to increase consistency and thoroughness of documentation.
  4. Maintains computer knowledge and dictation skills necessary for accomplishing documentation of treatment services provided.
  5. Maintains knowledge of and adherence to the professional standards and ethics regarding documentation.
- E. Provides administrative leadership, program development, program coordination, and continuous quality improvement using knowledge of organizational techniques and practices, knowledge of counseling theories, knowledge of contemporary social and economic conditions, knowledge of fiscal management practices, skills in managerial level leadership.
1. Applies professional knowledge, skills, and abilities in order to provide leadership, program development, and accountability to the program.
  2. Applies research and development skills to the process of developing and improving the program and services delivered by the program.
  3. Utilizes supervision principles and skills to increase staff effectiveness in the delivery of psychological services.
  4. Provides liaison services between the Psychology Department and other service areas and support staff in order to increase understanding of the services provided; provide training to staff and maintain accountability of the department.
- F. Maintains licensure appropriate to relevant discipline (Psychology, Counseling, etc.)
- G. Maintains professional ethics and expertise.
- H. Maintains expertise in dual diagnosis (i.e., intellectual disabilities/mental illness).
- I. Maintains expertise in counseling and behavioral techniques to maintain licensure and professional expertise by continuing education programs and independent study.
- J. Performs all work tasks in a proper and safe manner following established policies, general safety rules, and safe operating procedures.
- K. Cooperates with other staff and demonstrates respect for other employees and clients thereby contributing to a positive and efficient work environment.
- L. Complies with department, division, and unit policy and/or direction and consults as needed or required with supervisor to obtain clarification or address concerns.
- M. Complies with HIPAA guidelines for Level 3 - information is that which includes very sensitive information about the client, such as diagnoses, Dr. orders, and medical history information.

**KNOWLEDGE, SKILLS AND ABILITIES DESIRED:**

**Knowledge:** Knowledge of the principles, terminology, techniques, and procedures of psychological assessment; diagnostic techniques including objective and projective methods; counseling theory; personality theory and dynamics; treatment planning and evaluation; program design and evaluation. Knowledge of psychopathology; interpersonal/intrapersonal psychodynamics; interviewing techniques required to complete a psychosocial assessment. Knowledge of established psychological testing protocols and procedures; knowledge of positive practices, person-centered planning, and positive social/behavioral competency skill building in individuals with intellectual/developmental disabilities; knowledge of principles and best practice standards in the treatment of persons with developmental disabilities and/or mental illness. Knowledge of professional literature/research related to the treatment of persons with developmental/intellectual disabilities and/or mental illness. Knowledge of research methodology, statistical analysis, and data analysis; knowledge of ethical standards and laws related to treatment of persons with developmental disabilities; principles and methods of psychotherapeutic intervention; knowledge of multiple methods of behavior analysis. Knowledge of human behavior and performance; knowledge of individual differences in ability, personality, and interests; knowledge of learning and motivation. Knowledge of assessment of psychological, cognitive, and intellectual deficits using appropriate psychometric evaluations and the interpretation of such assessment; knowledge of the developmental sequence. Knowledge of principles, methods, and procedures for diagnosis and treatment of mental dysfunctions. Knowledge of techniques and requirements for appropriate documentation of progress. Knowledge of the principles and methods of supervision, personnel management, and facility policies/procedures.

**Skills:** Skills in administration and interpretation of a variety of psychological assessments; skills in interviewing; skills in psychotherapeutic relationship building; skills in individual psychotherapy (active listening, empathy, etc.); skills in group psychotherapy; skills in interviewing for determining deviant behaviors; skills in the training of other employees in a manner that provides optimal production; skills in objectively evaluating work performance of subordinate staff; skills in evaluating client programming.

**Abilities:** Independently applies knowledge and skills to the complex assignments of developing and reviewing individual treatment programs. Defines, gives examples, and implements procedures that have been demonstrated to be effective in teaching new skills, developing socially appropriate behaviors, and maximizing the independence of individuals with developmental disabilities, intellectual disabilities, and/or dual diagnosis. Assesses each client's social/behavioral strengths and needs through formal and informal methods and to write goals and objectives to meet client needs. Summarizes data and prepares figures/graphs to illustrate program effects on target behaviors/symptoms, and analyzes data to determine whether program changes are necessary. Trains/educates professional and non-professional staff in the principles and practices of psychological treatment. Writes clearly and concisely. Completes day-to-day work activities independently. Establishes good working relationships with clients and a variety of professional, support, and front line staff as well as parents/guardians, community personnel, and advocacy agency personnel. Uses a computer and various related software. Organizes and prioritizes. Identifies complex problems and reviews related information to develop options and implement solutions. Applies general rules to specific problems to produce answers that make sense. Manages one's time and/or the time of others.

**EDUCATION AND EXPERIENCE REQUIRED:**

The duties assigned to this position require professional maturity which is typically obtained through a combination of education and experience that is equivalent to a Masters degree in Clinical, Counseling, or Behavioral Psychology AND at least one year experience working with persons with intellectual/developmental disabilities and/or mental illness. Degrees that satisfy this requirement include a PH.D./Psy.D. or M.A./M.S. from an APA accredited program which document special studies including a sequence in neurophysiology, applied behavioral analysis, cognitive restructuring, psychological testing/evaluation, interpretation and report writing in an APA accredited program. Substance abuse experience and/or sexual offender experience is preferred.

**IMMIGRATION REFORM AND CONTROL ACT:**

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**SELECTIVE SERVICE ACT:**

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

**COMPENSATION:**

This position is classified at a band 7 on the state's pay plan (020). Permanent, full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts," public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

**APPLICATION AND SELECTION PROCESS:**

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, reference checks and an extensive background check. Application materials required are:

1. Current MDC employees must submit a signed and completed Bid Request Form and any relevant transcripts, if not currently contained in the personnel file.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax application to 225-4414 or e-mail to [Cbirtcher@mt.gov](mailto:Cbirtcher@mt.gov). Applications may also be submitted to a Local Job Service Office.
3. Copy of relevant college transcripts.
4. Copy of license or proof of license eligible in the State of Montana. Application materials can be obtained from the Montana Developmental Center Personnel Office.
5. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of applications from the general public.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.